



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS 13TH FINANCE GROUP**  
**BLDG 16007 OLD IRONSIDE AVE**  
**FORT HOOD, TX 76544 5056**



AFVX-CFG-CDR

11 October 2005

**MEMORANDUM FOR On-Call Finance Officers**

**SUBJECT: On-Call Finance Officer Standing Operating Procedures (SOP)**

**1. Reference.**

Department Of Defense, Financial Management Regulation, Volume 5  
Department Of Defense, Financial Management Regulation, Volume 7a  
Joint Federal Travel Regulation

**2. Purpose.** To describe the responsibilities and procedures for the On-Call Finance Officer.

**3. Scope.** This SOP applies to all units within the 13<sup>th</sup> Finance Group (FG) located on Fort Hood regardless of component or type of organization. This SOP supersedes all prior On-Call Finance Officer SOPs.

**4. Eligibility.** All company grade officers and NCOs in the grade of SFC through MSG who are eligible for On-Call duty. The Deputy Disbursing Officer (DDO) of the Defense Military Pay Section, and the Group Internal Control are exempt from pulling On-Call duty. The Group Commander delegates approval authority for exceptions to the Deputy Group Commander. The authority may not be further delegated.

**5. General.**

a. The primary duty of the On-Call Finance Officer is to disburse cash (except Death Gratuity) for emergency payments occurring outside the normal operating hours of the Disbursing Offices under the 13<sup>th</sup> Finance Group, this is not limited to Funeral Details (i.e. emergency payments for last minute issuance of TDY orders). The On-Call Finance Officer is the approving authority for all Advance TDY Payments, Casual Payments, and Advance Pays. This means, the BN Commanders, XOs, or CSMs do not need to be contacted to approve a payment!

b. On-Call Finance Officers must be on appointment orders prior to assuming On-Call duty. The DDO's responsibility is to ensure all eligible NCOs and Officers are on appointment orders. The Group S1 will prepare the appointment orders and forward to the Group Commander for signature. Upon approval, the Group S1 will forward the signed appointment orders to the DDO.

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c. On-Call Finance Officers must be properly trained by the Deputy Disbursing Officer prior to assumption of duty. Location of the training will be at Bldg. 2805. The DDO is responsible for conducting training. At a minimum, the training will consist of On-Call responsibilities, travel computation procedures, disbursing and document flow procedures. The Group S-3 will schedule training quarterly for all newly assigned officers and NCOs.

d. Period of duty begins each Tuesday from 1500 to 0900 daily through the following Tuesday. The On-Call Officer will be exempt from physical training in order to be able to meet any emergency need that should arise.

6. Responsibilities:

a. Chief, and the Group Finance Operations are responsible for oversight of the On-Call Finance Officer Program and ensuring this SOP remains current.

b. Group S1.

(1) Maintains a listing of all eligible officers and NCOs and prepares appointment orders. Will provide this listing along with appointment orders to the DDO as well as the 1SG monthly.

(2) Ensures each BN, HHC, the DMPO, and the III Corps Casualty Section Chief, Mr. Lee Price, receives a copy of the On-Call Finance Officer duty roster.

c. HHC, 1SG.

(1) Responsible for ensuring the Group Staff Duty Officer SOP reflects adequate instructions to handle requests for On-Call Finance Officer support.

(2) Publishes the On-Call Finance Officer duty roster NLT the 15<sup>th</sup> of the month proceeding the duty month.

d. DMPO DDO.

(1) Ensures all eligible NCOs and Officers are on appointment orders prior to assumption of duty.

(2) Ensures all On-Call Finance Officers receive adequate training prior to assuming duties.

(3) Ensures sufficient cash is available for issue to the On-Call Finance Officer as prescribed in these procedures. If the On-Call Finance Officer's funds are low, then will ensure

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he/she is refunded.

(4) Reviews and recommends improvements to the On-Call Finance Officer SOP as necessary.

(5) Ensures all equipment listed in this SOP and an adequate supply of applicable forms are available for issue to the On-Call Finance Officer.

(6) Provides the On-Call Finance Officer with an adequate means to secure funds during period of duty.

(7) Ensures there is a current SOP with complete and correct examples of documents available for the On-Call Finance Officer.

e. On-Call Finance Officer.

(1) Coordinates with the DDO to ensure they are adequately trained prior to assuming duty. Receives and returns funds to the DDO.

(2) Complies with instructions provided by the DDO.

(3) Secures funds entrusted to him/her at all times and make all payments within one hour of notification .

(4) Identifies and makes cash payments only to the proper payees.

(5) Provides emergency travel payments as requested by the Casualty Assistance Office and for Individual or Group Soldiers who receive last minute TDY Orders.

(6) Provides emergency casual payments in conjunction with Emergency Red Cross messages if requests are approved by Company Commanders or First Sergeants.

(7) Provides emergency casual/advance payments for Soldiers assigned to the 21<sup>st</sup> Replacement Company when payment requests are approved by the Company Commander, Executive Officer, or First Sergeant.

7. Procedures.

a. Prior to assuming duty, On-Call Finance Officers will contact the DDO at 254-287-4024 (duty number) to coordinate time to sign for monies and equipment.

b. Assuming Duty:

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(1) The DDO will advance the On-Call Finance Officer an amount determined to support the mission. Normally the On-Call Finance Officer will be funded \$ 5000.00 for each week and \$ 7500.00 for extended weekends. The money will be advanced on a DD Form 1081 on the first day of duty, NLT 1430 hrs.

(2) The DDO will hand-receipt on a DA Form 2062 the following items to the On-Call Finance Officer; 3 keys (one to Bldg. 2805 front door, one to Rm 103 Disbursing Office, one to a lock for the field safe located in the Disbursing Office to secure funds and vouchers paid inside the field safe). Notify the MP's prior to open the safe. Cell phone, battery charger and cell phone case will also be on DD 2062.

c. During Duty:

(1) The On-Call Finance Officer must contact the DDO at 0900 of the first day of duty to set up an appointment for instructions and funding. The On-Call Finance Officer must be ready to execute his/her duties no later than 1500hrs, meaning funding and instructions have been completed prior to 1500 hours. Upon receipt of funds, he/she will contact the Casualty Assistance Center (CAC) at 289-0041 and the Group Staff Duty NCO at 288-6341 to inform them that funds have been signed for and duty assumed. The primary means of contact will be the On-Call Finance Officer's home phone, however, if no home phone exists, then the 13<sup>th</sup> Finance Group On-Call Finance Officer cell phone will be used and will be on at all times. The On-Call Finance Officer will contact the 13<sup>th</sup> Finance Group Staff Duty and the CAC at 1500hrs each day and at 0900hrs and 1500hrs on weekends, Training Holidays and Federal Holidays.

(2) The CAC will contact the On-Call Finance Officer when a payment is needed. The On-Call Officer will give the CAC the time and location to make the payment and then contact the staff duty for annotation in the Staff Duty Journal Log. The payment will be made no later than 2 hours from the notification.

(3) If the On-Call Finance Officer receive a call from the CAC concerning disbursing a death gratuity payment, contact the Chief, DMPO at 254-681-3134 to arrange a payment. **The On-Call Finance Officer will not make a death gratuity payment.**

(4) The On-Call Finance Officer will only pay cash disbursements to individual Soldiers. There are NO EXEPTIONS to disbursing cash payments to anyone other than the Soldier.

(5) Ensure the Soldier signs for all payments received on the appropriate form.

(6) The On-Call Finance Officer must balance out on a daily basis.

d. Travel Computation:

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(1) Determine the number of travel days and the city destination by examining the travel order. Most funeral details will be 2 or 3 days and the travel will be in Texas the majority of the time.

(2) Check the authorized amount of M&IE and lodging in the current Domestic Per Diem Rate (see ANNEX A or [www.dtic.mil/perdiem](http://www.dtic.mil/perdiem)) based on the destination.

(3) Travel regulations authorize service members 75% of M&IE on the first and last day of travel, 100% of M&IE during middle days of travel, and the Soldier's full lodging costs (up to maximum amount stated in the Domestic Per Diem Rate packet).

(4) We are authorized to advance 80% of M&IE entitlements (80% of the amount for first and last travel days (see computation in "a" above) and 80% of the amount for middle travel days) and 100% lodging (up to maximum amount stated in the Domestic Per Diem Rate packet).

(5) Complete the TDY advance on Excel Spreadsheet (ex in Annex B) to determine the authorized amount to advance. The On-Call Finance Officer must have an Active Directory Password to access this spreadsheet. Access this file by going to the On-Call Folder (see Annex C) and following the procedures shown. See Annex D, if payment must be manually computed due to no password or the computer is down.

(6) Log on to the computer in Bldg. 2805, Room 103. Go to Form Flow Filler (see Annex E) and complete a DD Form 1351. If manual computation is required due to computer problems, go to Annex F and complete this form manually.

e. Emergency Payments from 21<sup>st</sup> Replacement Detachment:

(1) Married Soldiers who arrive from a Military Entrance Processing Station (MEPS) are authorized an advance pay not to exceed 1 month's base pay which will be prorated for 12 months.

(2) Single Soldiers who arrive from MEPS are authorized an advance pay of up to \$500 which will be prorated for 12 months.

(3) Soldiers who PCS in from a place other than a MEPS station will be authorized an advance pay not to exceed 1 month's base pay for married Soldiers or \$500 for single Soldiers if they are required to stay in off-post housing. Single Soldiers residing in the barracks, are not authorized an Advance Pay for Lodging. Both Advance Pays will be prorated for 12 months.

(4) Request for the above payments will originate from the 21<sup>st</sup> Replacement

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Commander, XO, or 1SG.

f. Red Cross Emergency Casual Payments Computation or Casual Pay or Emergency Advance Payment:

- (1) Ensure the Soldier has first seen Army Emergency Relief (AER).
- (2) Figure the Soldier's base pay for the month, divide by 30 days and multiply by the number of days since last payday.
- (3) Payment cannot exceed the amount the Soldier has accrued since last payment.
- (4) Manually complete the DD 1351-6 (see Annex G).

g. Terminating Duty:

(1) The On-Call Finance Officer will turn over all paid vouchers, remaining money, keys, cell phone, battery charger, cell phone case, and SOP to the DDO on their last duty day between 0900-0930 hrs. The DDO will exchange a completed closed out DD 1081 and the On-Call Finance Officer's hand receipt back to the Soldier for their records.

(2) The DDO will exchange correctly documented vouchers in exchange for a Treasury Check to replenish the funds disbursed through the DMPO's DDO NLT 1000hrs each Tuesday.

8. The points of contact are 1LT Owen Brown/1LT Roshan Jessani at 287-4024.



STEPHEN J. RIVIERE  
COL, FC  
Commanding

7 Encls:

1. Annex A: Per Diem Rates
2. Annex B: TDY Excel Spreadsheet
3. Annex C: Procedures to compute Advance Payments
4. Annex D: Manual Computation of TDY Advance
5. Annex E: Procedures to Access Form Flow
6. Annex F: Example of DD 1351 manual computation